# Session overview

|  |  |  |
| --- | --- | --- |
| **Trainer Name** |  | |
| **Title of Session** |  | |
| **Overall Learning Objective**  *By the end of this session trainees will be able to…* |  | |
| **What I know about the trainees**  *e.g. subject knowledge, previous online training experience* |  | |
| **Preparing solutions to problems** | **Problem I expect**  *e.g. learners aren’t sure what to write on the screen* | **My solution**  *e.g. do the first example myself* |
| **My personal development goal**  *e.g. use my voice effectively, manage timing better* |  | |

# Detailed session plan

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Slide number | Time | Learning objective | Activity Type + Tool | Trainer Notes | Preparation |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |